

WDA TRAVEL REQUEST FORM

REQUESTED BY:

Explanation of request: (name of seminar, college course, book, etc.)

Explanation of benefit to WDA and State of Wyoming:

Is this seminar on your Individual Training Plan? **Yes** **No**

How will travel be paid for (grant funds, reimbursed by other parties, general fund budget, etc.)?

Return the completed form with supervisor approval and seminar information with the Travel Request